

Retention and Classification Report

Agency: District Court (Fifth District : Beaver County) (1683)

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Beaver, UT 84713
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Records Officer

24290	Civil case files
26627	Criminal Information Book
24338	Criminal case files
26635	Criminal docket
06241	Probate case files

AGENCY: District Court (Fifth District : Beaver County)

SERIES: 24290

3

TITLE: Civil case files

DATES: 1896-

ARRANGEMENT: Numerical by case number.

DESCRIPTION:

These case files document civil cases handled by the Fifth District Court in Beaver. They include all papers filed with the court

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 07/2002

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 50 years and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Regional Repository permanently.

M-Disk: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

Disposition based on documentation about individuals, legal procedure, court history and functions. Case files have legal and administrative value to the court through dismissal or satisfaction of the final judgment, as long as 25 years in some instances. Because they enforce or protect private rights and prevent or redress private wrongs, the value of the judge's

AGENCY: District Court (Fifth District : Beaver County)

SERIES: 24290

TITLE: Civil case files

(continued)

decrees and final judgments to parties in the action may well extend beyond the 25-year designation.

PRIMARY CLASSIFICATION:

Public

AGENCY: District Court (Fifth District : Beaver County)

SERIES: 24338

3

TITLE: Criminal case files

DATES: 1896-

ARRANGEMENT: Numerical by case number.

DESCRIPTION:

Case files are made up of the various documents filed with the Fifth District Court in Beaver County pertaining to each specific case. The records usually contain information such as the case number, and the names of the defendants, counsel, jurors, and witnesses. The case file may include complaints, indictments, subpoenas, verdicts, warrants of arrest, execution or confinement, warrant returns, affidavits, orders, judgments, appeal notices. Files rarely include transcripts of testimony.

First, second, and third degree felony cases are the predominant case file type within this series (a major crime for which the maximum imprisonment is more than one year in a state correctional institution). This would include first degree offenses such as murder, rape, aggravated kidnapping, aggravated burglary and robbery, arson, and possession with intent to distribute drugs. Second degree offenses include: manslaughter, robbery, residential burglary, kidnapping, perjury, forgery, theft of property valued over \$1,000.00, forcible sexual abuse, and intentional child abuse. Third degree felonies include: burglary of non-dwellings, theft, aggravated assault, forgery, unlawful sexual intercourse, joyriding, possession with intent to distribute marijuana or cocaine, and false or forged prescriptions.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 10/2001

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 50 years and then transfer to State Archives with authority to weed.

AGENCY: District Court (Fifth District : Beaver County)

SERIES: 24338

TITLE: Criminal case files

(continued)

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Regional Repository permanently.

APPRAISAL:

Historical

These are historically significant permanent records of the court.

PRIMARY CLASSIFICATION:

Public

AGENCY: District Court (Fifth District : Beaver County)

SERIES: 26635

3

TITLE: Criminal docket

DATES: 1896-1916

ARRANGEMENT: Chronological by filing date.

DESCRIPTION:

Comprised of one book.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

Disposition based on the value of this book in accessing the earliest historic criminal case files from the court.

PRIMARY CLASSIFICATION:

Public

AGENCY: District Court (Fifth District : Beaver County)

SERIES: 26627

3

TITLE: Criminal Information Book

DATES: 1919-1979

ARRANGEMENT: Chronological by date of entry.

DESCRIPTION:

Comprised of one book that provides criminal case summaries.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

Based on the historical value this book provides on criminal cases heard in the Fifth District Court in Beaver County.

PRIMARY CLASSIFICATION:

Public

AGENCY: District Court (Fifth District : Beaver County)

SERIES: 6241

3

TITLE: Probate case files

DATES: 1856-

ARRANGEMENT: Numerical by case number.

DESCRIPTION:

Case files involving the estates of deceased persons and the guardianship of minors and the incompetent. Adoptions, incorporations or dissolutions (turn of the century) and name changes might also appear.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: For records beginning in 1896 through 1955. Retain in State Archives until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in State Archives permanently.

Microfilm duplicate: Retain in Regional Repository permanently.

Paper: Retain in Office permanently or until microfilmed.

AGENCY: District Court (Fifth District : Beaver County)

SERIES: 6241

TITLE: Probate case files

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APPRAISAL:

Historical

Disposition based on documentation about individuals, legal procedure, court history and functions. Case files have legal and administrative value to the court through dismissal or satisfaction of the final judgment. Because they enforce or protect private rights and prevent or redress private wrongs, the value of the judge's decrees and final judgments to parties in the action may well extend indefinitely.

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Exempt.

Judicial records are public unless restricted under rules of civil procedure (UCA 63G-2-301-[1][f]). Included are custody proceedings, guardianship files, minutes, & probate records.